

## **2110.02 Release Reporting Procedures**

Issued January 1, 1994

**SUBJECT:** Release Reporting Procedures.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To inform those responsible for petroleum UST operations of the procedures to follow for reporting releases to the State Fire Marshal.

**CONTACT AGENCY:** Department of State Police (DSP) - Fire Marshal Division, Hazardous Materials Section, Enforcement Unit.

**TELEPHONE:** Reporting 1-800-642-4878; Questions 517/322-1794

**FAX:** 517/322-0430

**SUMMARY:** In general, if a release is discovered from a petroleum UST owned or operated by a State agency, the release must be reported to the State Fire Marshal (SFM) within 24 hours of discovery to either the reporting number or to the fax number. If a suspected release is reported, it must be canceled or upgraded to confirmed release status in 14 working days. If reported by fax, Form FM-35 must be utilized.  
Also see Procedure 2110.03 for related clean-up reporting procedures.

**APPLICABLE FORMS:** FM-35, Release Report.

### **PROCEDURES:**

- In the event of a suspected or confirmed release from an eligible underground storage tank system, provide the information requested on this form to preserve your right to file a claim with the Michigan Underground Storage Tank Financial Assurance (MUSTFA) Fund.
- If seeking to file a release report via fax to the SFM, complete FM-35 Release Report form to be in compliance with the Michigan Underground Storage Tank Rules (MUSTR).
- If seeking to file a release report via 24 hour hot-line, provide complete and accurate information on the voice-mail to be in compliance with MUSTR.

### **General Information:**

- If there are any general questions regarding the release reporting program, Departments or Sub-units may call 517/322-1794. Report forms are available from the SFM's office.

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